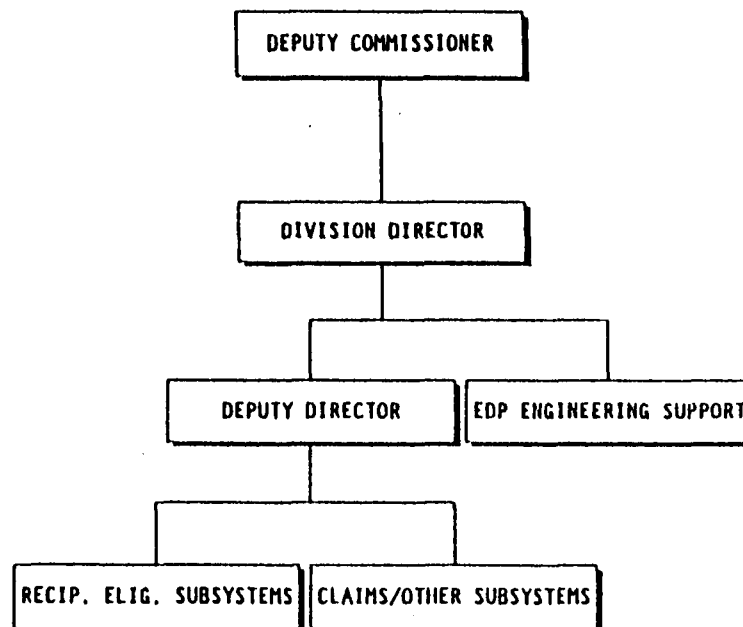


## DIVISION OF SYSTEMS



TRANSMITTAL 95-012  
APPROVED 8-10-95  
EFFECTIVE 4-1-95  
SUPERSEDES 91-28

## COMMISSIONER'S OFFICE

COMMISSIONER: Serves as the Chief Executive/Administrative Officer for the Department. Responsible for the administration of the Title XIX program in Georgia; provides support to the Board of Medical Assistance; responsible for development of management policies and the Department's long range plans, authorizes contractual agreements with other State agencies and governments and secures passage of all necessary departmental legislation. The Commissioner maintains direct supervisory responsibility for the Deputy Commissioner, the Divisions of Systems Management, Maternal and Child Health, Community Services, Professional Services and the Office of Legal and Regulatory Services.

Staff: Commissioner	(50/50)
Confidential Secretary	(50/50)
Special Assistant	(50/50)
Public Information Director	(50/50)
Administrative Clerk	(50/50)
Coordinator for Strategic Health Systems Design	(50/50)

DEPUTY COMMISSIONER: Serves as Executive Assistant to the commissioner and works in concert with the Commissioner to administer the Title XIX program in Georgia. Maintains direct supervisory responsibility for the Assistant Commissioner of Operations.

Staff: Deputy Commissioner	(50/50)
Confidential Secretary	(50/50)
Administrative Clerk	(50/50)

ASSISTANT COMMISSIONER: Serves as Assistant to the Commissioner and Deputy Commissioner. Serves as liaison between the Department and other State agencies. Oversees operations activities including the development of consumer, provider and agency information aimed at increasing understanding and utilization of Medicaid services. Maintains direct supervisory responsibility for Operations.

Staff: Assistant Commissioner	(50/50)
Administrative Secretary	(50/50)
Policy Analysis & Development Director	(50/50)
Personnel Analyst II	(50/50)
Planner IV	(50/50)
Policy Research Director	(50/50)
Medicaid Provider Relations Specialist	(50/50)
Operations Analyst	(50/50)

TRANSMITTAL 95-012  
APPROVED 8.10.95  
EFFECTIVE 4-1-95  
SUPERSEDES 90-28  
dpt 3/29/96

COMMISSIONER'S OFFICE (Continued)

ASSISTANT COMMISSIONER: Serves as Assistant to the Commissioner. Serves as liaison between the Department and the Legislature. Oversees the development and implementation of the managed care program.

Staff: Assistant Commissioner (50/50)  
Administrative Specialist (50/50)

TRANSMITTAL 95-012  
APPROVED 8-10-95  
EFFECTIVE 4-1-95  
SUPERSEDES 91-28

ADMINISTRATION

Responsible for performing necessary support functions including budget and evaluation services, financial services, purchasing and support services, contract administration and personnel services.

DIVISION DIRECTOR'S OFFICE: Responsible for the management of all day-to-day operations in Budget Services, Contracts Management, Financial Services, Personnel, and Support Services as well as policy development and programmatic planning of all administrative functions.

Staff: Division Director (50/50)  
Administrative Secretary (50/50)

BUDGET & EVALUATION: Develops and prepares the Department's zero base budget request and annual operating budget as set forth in the Appropriations Act. Prepares reports and presents financial information to departmental personnel, Legislative Budget Office, the General Assembly, Governor's Office, Office of Planning & Budget, Board of Medical Assistance and other agencies as needed. Liaison with HCFA Financial Unit. Interprets data from MMIS. Conducts statistical analyses evaluating aspects of the Medicaid program related to policy options. Provides technical assistance to units conducting their own studies. Analyzes and submits HCFA-37 report.

Staff: Budget Officer (50/50) Project Director (50/50)  
Fiscal Analyst (50/50) Financial Analyst (50/50)  
Director (50/50) Fiscal Analyst (50/50)  
Principal Fiscal Analyst (50/50) Operations Analyst (50/50)

FINANCIAL SERVICES: Responsible for exercising financial control over all expenses incurred by the Department. Pays all administrative expenses of the Department, i.e., payroll, travel expenses, equipment, supplies, contracts, etc. Obtains, controls and accounts for all funds obtained to pay expense checks generated by the expense unit. Maintains and reconciles departmental bank accounts. Initiates action to recover funds erroneously expended. Recovers all identified benefits overpayment. Responsible for all accounting for receivables and funds. Insures proper accountability and claim adjustment by the fiscal agent concerning benefits recovery. Receives and deposits checks from providers, recipients and insurance companies.

Staff: Accounting Officer II (50/50)  
3 Principal Accountants (50/50)  
Systems Analyst (50/50)  
Accountant (50/50)  
Accounting Clerk (50/50)  
Office Supervisor (50/50)  
7 Accounting Technician II's (50/50)  
Administrative Clerk (50/50)  
2 Principal Secretaries (50/50)  
Senior Secretary (50/50)  
Division Director (50/50)

SUPPORT SERVICES: Provides support services to include inventory control, mailroom, forms, designs, supplies and procurement.

Staff: Director (50/50)  
Procurement Officer (50/50)  
Records Management Officer (50/50)  
Senior Clerk (50/50)

TRANSMITTAL 95-012  
APPROVED 8-10-95  
EFFECTIVE 4-1-95  
SUPERSEDES 91-28

**CONTRACT ADMINISTRATION:** Responsible for all development for APDs, RFPs, contracts and monitoring activities related to fiscal agent contract. Conducts on-going system performance reviews for the MMIS contractor and the Department to ensure compliance with legal, financial and performance and standards. Also carries out special assignments related to these functions.

Staff: Director (50/50)  
Principal Secretary (50/50)  
Advanced Systems Analyst (50/50)  
Associate Operations Analyst (50/50)  
Operations Analyst (50/50)  
2 Project Directors (50/50)  
Planner II. (50/50)  
Medicaid Program Analyst I (50/50)  
3 Administrative Clerks (50/50)  
Principal Operations Analyst (50/50)  
Office Supervisor (50/50)  
2 Contract Specialists (50/50)  
Office Supervisor Senior

**PERSONNEL SERVICES:** Responsible for all activities related to a comprehensive human resource development and management operation. This office develops, interprets and monitors personnel policy; processes all technical transactions for employee compensation and benefits; produces and monitors affirmative action plan; coordinates staff training; performs or coordinates activities related to recruitment, selection, classification, development and discipline of staff; and, satisfies all reporting requirements associated with these activities.

Staff: 2 Personnel Technician I's (50/50)  
Personnel Analyst II (50/50)  
Personnel Director (50/50)  
Personnel Supervisor (50/50)  
Utility Worker (50/50)

TRANSMITTAL 95-012  
APPROVED 8-10-95  
EFFECTIVE 4-1-95  
SUPERSEDES 91-28

## DIVISION OF MATERNAL AND CHILD HEALTH

This Division is responsible for establishing and publishing Title XIX policies and procedures and reimbursement methodologies for certain provider services.

Staff: Division Director (75/25) SPMP  
 Administrative Secretary (75/25) SPMP

UNIT: Manages service programs (including fee schedules) for EPSDT, Family Planning, Pregnancy-Related Services, Early Intervention Case Management, Educational Initiative, day treatment for substance abusing pregnant women, Child Birth Education, Targeted Case Management, Children's Intervention Services and Perinatal Case Management.

Staff: Medicaid Policy Coordinator (75/25) SPMP  
 2 Medicaid Program Analysts II (75/25) SPMP  
 Administrative Clerk (75/25) SPMP  
 1 Medicaid Program Analyst III (RN) (75/25) SPMP

## MATERNAL AND CHILD HEALTH SECTION

R.N. Medicaid Policy Coordinator.  
 Oversees operation of EPSDT for Federal HCFA Coordination and Compliance, VFC, Targeted Case Management for Children-at-Risk, and supervises MPA III.

2 R.N. - Analyst IIs 2 Medicaid Program Analysts II.  
 Establish policy, monitor compliance, recruit and train providers. Programs are: EPSDT, Perinatal Case Management, Family Planning, Pregnancy-Related Services, Early Intervention, Children's Intervention Services and Child Birth Education.

Support: Administrative Clerk

R.N. - Analyst III Programs: EPSDT, Children's Intervention Services, Early Intervention Case Management, Family Planning and supervises Analyst II.

TRANSMITTAL 95-012  
 APPROVED 8-10-95  
 EFFECTIVE 1-1-95  
 SUPERSEDES 91-32

## **DIVISION OF LONG TERM CARE SERVICES**

This Division is responsible for establishing and publishing Title XIX policies, procedures and reimbursement methodologies for certain provider services.

Staff: Division Director (50/50)  
Administrative Secretary (50/50)  
Deputy Division Director (50/50)  
Deputy Division Director (50/50)

**COMMUNITY SERVICES SECTION:** This section's primary function is to develop and implement policies, program analysis and program monitoring as it relates to Home Health, Non-Emergency Transportation, Emergency Ambulance, Community Mental Health Services, Durable Medical Equipment, Orthotics and Prosthetics, Targeted Case Management for Adults with AIDS, Child Protective Services, Adult Protective Services, and the Mentally Ill.

Staff: Policy Coordinator (75/25) SPMP  
Medicaid Program Analyst III (75/25) SPMP  
3 Medicaid Program Analysts II (75/25) SPMP  
Medicaid Program Analyst I (50/50)  
Medicaid Program Analyst I (50/50)  
1 Administrative Clerk (50/50)  
Administrative Clerk (75/25) SPMP  
1 Senior Secretary (75/25) SPMP

**WAIVERED SERVICES:** This section is responsible for the waiver development and renewal, developments of policies, program analysis and program monitoring for all Home and Community-Based Waivered Services programs. Additional responsibilities include monitoring DHR's implementation of the Community Care Act and its impact on the Medicaid 2176 Waiver for Home and Community-Based Services and utilization review of all waiver programs.

Staff: 2 Medicaid Program Analyst III (50/50)  
Medicaid Program Analyst III (75/25) SPMP  
4 Medicaid Program Analysts II (75/25) SPMP  
2 Administrative Clerks (50/50) 50% (75/25) 50% SPMP  
Senior Secretary 50% (50/50) 50% (75/25) SPMP  
Program Manager (50/50)

TRANSMITTAL 95-012  
APPROVED 8-10-95  
EFFECTIVE 4-1-95  
SUPERSEDES 91-28

INSTITUTIONAL POLICY: This section establishes policy for nursing facilities, hospices and swing beds and monitors compliance for quality assurance. In addition, monitors reports from standards and licensure to determine whether sanctions should be imposed.

Staff: Medicaid Program Analyst III (50/50)  
Medicaid Program Analyst II (75/25) SPMP  
Senior Secretary (75/25) SPMP  
Senior Secretary (75/25) SPMP

TRANSMITTAL 95-012  
APPROVED 8-10-95  
EFFECTIVE 4-1-95  
SUPERSEDES 91-32

DIVISION OF LONG TERM CARE SERVICES

DIRECTOR'S OFFICE

Division Director. Oversees operation of all service programs.

Support:

Administrative Secretary. Serves as secretary and assistant to the Division Director in the daily technical management of the Division.

2 Deputy Division Directors. Oversees the daily operations of the program sections within the Division and directly supervises the staff of the sections.

COMMUNITY SERVICES SECTION

R.N. Medicaid Policy Coordinator. Oversees the operation of Home Health, Durable Medical Equipment, Orthotics & Prosthetics, Emergency and Non-Emergency Transportation, Targeted Case Management and Mental Health Clinic programs.

R.N. Medicaid Program Analyst III. Establishes policy, monitors compliance, and provides liaison for Home Health services. Also, supervises the Utilization Review staff who have responsibility for performing on-site reviews for the Home Health Services program.

R.N. Medicaid Program Analyst II. Establishes policy, provides technical assistance to contractor regarding prior approvals and monitors compliance for Durable Medical Equipment and Orthotics & Prosthetics services.

TRANSMITTAL 95-010  
APPROVED 8-10-95  
EFFECTIVE 4-1-95  
SUPERSEDES 91-32

R.N. (UR)

Medicaid Program Analyst II. Performs utilization review for Home Health services. Reviews patient records and performs in-home assessments for compliance with state and federal regulations as well as for quality assurance.

R.N.

Medicaid Program Analyst II. Establishes policy, provides technical assistance to contractor regarding prior approvals and monitors compliance for Durable Medical Equipment and Orthotics & Prosthetics services.

R.N.

Medicaid Program Analyst I. Establishes policy, monitors compliance and serves as staff liaison for the emergency and the non-emergency transportation programs. Provides technical assistance to the contractor regarding prior approvals and monitors compliance.

R.N.

Medicaid Program Analyst I. Establishes policy, monitors compliance and serves as staff liaison for the Adult Protective Services, Child Protective Services, At Risk of Incarceration, and Adults with AIDS Targeted Case Management Programs.

Support:

2 Administrative Clerks. Accesses information from computer terminals and microfiche/film and conducts other research to provide information as needed by Program Analysts or other Department staff. Responds both verbally and/or in writing to a large volume of provider inquiries regarding problems with program policies, billing procedures, claims and reimbursement.

1 Senior Secretary. Prepares memoranda, types correspondence, reports, forms, narratives and performs other related office tasks. Organizes and coordinates the clerical operation of the unit.

TRANSMITTAL 95-012  
APPROVED 8-10-95  
EFFECTIVE 4-1-95  
SUPERSEDES 91-22